

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Community Development Services Assistant
Department:	Community Development
Class Code:	4005
Salary Grade:	G05
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to provide administrative support for the Town's Community Development Department. The work is performed under the supervision and direction of the Applications/Records Manager but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with Community Development staff and other Town employees.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Reviews, scans and verifies documentation and computer data for finalized and expired permits;
- Reviews, scans and verifies documentation and computer data for applied and issued permits;
- Reviews, scans and verifies documentation and computer data for plan cases as needed;
- Reviews online application submittals for proper contractors, owners, work classes, etc.;
- Assists the Applications/Records Manager with creating reports as needed;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of Town policies and procedures;
- Knowledge of contractor licensing requirements;
- Knowledge of modern office procedures, practices and equipment;
- Ability to interpret accounting reports and records and to analyze data for reporting purposes;
- Ability to perform basic accounting/mathematical functions;
- Ability to deal with difficult people in a courteous and professional manner;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- High School Diploma or GED; and
- Some administrative experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.